

23 December 1981

MEMORANDUM FOR: Director of Data Processing
THROUGH: Executive Officer
FROM: Chief, Administrative Staff, ODP
SUBJECT: Weekly Report for the Week Ending
23 December 1981

STAT

1. [] a part-time Data Transcriber, EOD'd in
Production Division on 21 December.

2. ODP/Personnel's Information Storage and Retrieval System for ODP job applicants was brought online effective 23 December 1981. This system will be utilized by ODP/Personnel to maintain and print out the following information concerning the processing of ODP's job applicants: *(it's a PISR)*

- Applicants Sequenced by Log Number
- Applicants Sequenced by Name
- Applicant Folders Overdue to OP
- Applicant Folders Overdue to ODP Admin
- Applicant Rejections by Sex and Stage of Process
- Applicant Rejections by Race and Stage of Process
- Applicant Rejections by Sex and Reason
- Applicant Rejections by Race and Reason
- Applicant Status by Sex and Status
- Applicant Status by Race and Status
- Applicant Master List
- Applicant Status by Job Class and Name
- Uniform Selection Procedures Summary Report
- Applicant Summary Report

3. The White House has granted an "informal" half day holiday for the 24th. Non-essential personnel will be authorized to leave for the day after they have worked four hours. Personnel on previously approved leave for the 24th will also be charged Holiday Time vice Annual Leave for half of their leave day.

4. Concerning preparing T&A cards, per instructions from Compensation Division, OF, "white out" is no longer an acceptable way of making changes or corrections on T&A cards. Effective immediately the only acceptable means of making changes or corrections will be to strike out the entry and write the new entry next to it, or erase the entry and enter the correct data. All corrections must be legible.

5. Concerning 1982 Health Benefits Open Season, a limited open season will be held until 31 December, but only for personnel not enrolled in a Federal Health Benefits Program (FEHB) by 4 December 1981. No information is yet available on 1982 rates and benefits. Employees who qualify may enrol at Insurance Branch offices in 916 Ames or 1J-27 Headquarters.

SIGNIFICANT EVENTS FOR THE COMING WEEK:

Nothing significant to report at this time.



Chief, Admin Staff